



**DEFENSE CONTRACT MANAGEMENT AGENCY**

8725 JOHN J. KINGMAN ROAD, SUITE 4539  
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY  
REFER TO

**DCMA-FBO**

**JUL 2 5 2000**

**GENERAL ORDER**

**No. 05-00**

**I. AUTHORITY:** Approval of the Director, Defense Contract Management Agency (DCMA)

**II. REFERENCES:**

- A. HQ DCMA General Order No. 01-00, dated March 31, 2000.
- B. HQ DCMA General Order No. 02-00, dated May 19, 2000.
- C. HQ DCMA General Order No. 03-00, dated July 11, 2000.

**III. Pursuant to cited authority and effective not later than October 8, 2000,** DCMA General Order #03-00, dated July 11, 2000 is amended as follows:

A. Establish the following organizations within the districts' Program Integration Directorate (PI):

1. Acquisition Planning and Customer Support Division (-PIA). Responsible for the implementation of DCMA policies and procedures in the areas of customer survey and satisfaction, internal service standards, and collection and reporting of customer satisfaction metrics. Provides support for customer early contract management services, customer privatization initiatives and other special customer support requests.

2. Major Program Support Division (-PIM). Responsible for implementation of DCMA policies and procedures concerning Program Integrator and Program Support Team support to buying activity program managers on all major acquisition programs. Program Support Teams, led by a Program Integrator, gather, analyze and integrate information, serving as an extension of the program manager.

B. Establish the following within the Defense Contract Management District East (DCMDE), Human Resources Directorate (HR), Civilian Personnel Division (HRC):

1. Operations Team (HRCO). Responsible for overseeing the effective and timely delivery of HR services.

a. Field Service Group (HRCOF). Responsible for providing day-to-day HR services to assigned activities.

2. Technical Support Team (HRCT). Responsible for technical advice and assistance to management officials and servicing teams on assigned program areas.

a. Safety & Health Group (HRCTS). Responsible for implementing the agency's Safety and Health Program throughout the district and serviced activities.

b. Labor Management Relations Group (HRCTL). Responsible for implementing policies and procedures associated with the agency's labor-management program.

**DCMA GENERAL ORDER**  
**NO. 05-00**

c. Program and Human Resources Operations Center Liaison Group (HRCTP). Responsible for program management for HR programs, for automated HR systems, and liaison with the servicing Human Resources Operations Center.

C. Establish the DCMDE, Field Support Division (DCMDE-OCF), Field Support Team Southeast (DCMDE-OCFD). The mission of DCMDE-OCFD is to provide assistance and training to facilitate contract management effectiveness and efficiency.

D. Establish the following within the DCMDE Nuclear Propulsion Field Office (DCMDE-OCX) :

1. Bettis Atomic Power Lab (DCMDE-OCXB)
2. BWX Technologies (DCMDE-OCXL)
3. Schenectady Naval Reactors (DCMDE-OCXS)

E. Establish the following within the Defense Contract Management District West (DCMDW), Human Resources Directorate, Civilian Personnel Division (HRC):

1. Civilian Personnel Operations Team A (HRCA): Responsible for civilian personnel management advisory and support services to assigned Contract Management Offices and liaison activities with the Human Resources Operations Center.

2. Civilian Personnel Operations Team B (HRCB): Responsible for civilian personnel management advisory and support services to assigned Contract Management Offices and liaison activities with the Human Resources Operations Center.

3. Civilian Personnel Operations Team C (HRCC): Responsible for civilian personnel management advisory and support services to assigned Contract Management Offices and liaison activities with the Human Resources Operations Center.

4. Labor Relations Team (HRCL): Responsible for implementing policies and procedures associated with the agency's labor-management relations program.

5. Civilian Personnel Support Team (HRCP): Responsible for implementing and overseeing civilian personnel management program policies and procedures. Serve as action officer or District POC for special projects and initiatives.

6. Safety and Occupational Health Team (HRCS). Responsible for implementing the Safety and Health Program including work place evaluations, medical surveillance, mishap reporting, investigation, and prevention.

F. Establish the following within the DCMA Business Information Center (DCMAC-F).

1. Performance Labor Accounting System Program Management Team (DCMAC-FA). Responsible for providing DCMA employees and management with an labor reporting system in support of the Agency's performance-based process management objectives.

**DCMA GENERAL ORDER**  
**No. 05-00**

2. Business Information, Data Analysis and Activity Based Management Team (DCMAC-FB). Responsible for developing and managing the DCMA Information Repository and Automated Metrics Systems (DIRAMS), the single source for all DCMC Business Information, including development of associated tools for independent queries to the repository. Provides DCMA management with business information analysis support and develops and implements unit cost and activity based management agency-wide.

G. Change the office symbol of the DCMA Personnel Development Center (DCMAC-I) to DCMAC-D and establish the Keystone Group (DCMAC-DA). The mission of the Keystone Group (DCMAC-DA) is to receive entry level technical training and to perform developmental assignments in a variety of functional areas.

H. The mission, function and resources associated with the Freedom of Information Act function will be realigned from the district Public Affairs Office (CSA) to the district **office** of Special Staff (CS).

**IV.** Administrative support will continue to be provided by current sources and/or through reimbursable Inter-service Support Agreements.

A handwritten signature in black ink, appearing to read 'Carla Liberatore', is positioned above the printed name and title.

CARLA LIBERATORE  
Executive Director/Comptroller  
Financial and Business Operations

Distribution (See Page 4)

**DCMAGENERALORDER**  
**NO. 05-00**

**DISTRIBUTION:**

- 1 DCMA-FB
- 1 DCMA-FBO
- 1 DCMA-FBP
- 1 DCMA-HR
- 1 DCMA-IT
- 1 DCMA-OC
- 1 DCMA-PI
- 1 DCMDE-D
- 1-DCMDE-DS
- 1-DCMDE-FB
- I-DCMDE-HR
- 1-DCMDE-OC
- 1 HROC
- 1 DFAS-CO-AAWB, -JW, -JX